



City of West Allis
Human Resources Department
7525 West Greenfield Avenue
West Allis, Wisconsin 53214
414/302-8270
www.westalliswi.gov

SUMMER STUDENT EMPLOYMENT

NOTE: Employees are subject to a drug test at any time during employment.

1. **ELIGIBILITY** – Applicants must:

- be at least 18 years of age or a 2015 graduating senior in High School;
- possess a valid WI Driver's License and a good driving record (see backside of Application for details); and
- be college bound for the fall semester*.

* falsification of college enrollment for the upcoming fall semester is grounds for disqualification or dismissal.

2. **POSITIONS** are available in the Department of Public Works, 40 hours/week (weather permitting), 7 a.m. to 3:30 p.m., Monday - Friday, with the majority of the positions starting mid- to late-May and ending mid-August.

Building & Sign Section - erecting and taking down mobile signs

City Dump (116th & Morgan Avenue) - lot attendee (checking driver's license, direct residents to correct drop off areas), 40 hours/week (Tues-Fri, 11 am to 7 pm; Sat, 8 am to 4 pm; subject to change)

Electrical Section - assisting electricians and maintenance repairers

Forestry Division – cutting grass, pulling weeds, trimming, planting flowers, etc.

Water Division - cleaning and painting fire hydrants

Sanitation & Streets Division - working on the tar crews (filling holes/cracks in City streets), delivering garbage carts, and occasionally collecting garbage or recyclables

3. **HOURLY RATE:**

	WEST ALLIS RESIDENT	NON-WEST ALLIS RESIDENT
Starting Rate	\$ 9.00	\$ 8.82
2 nd Year	\$ 9.50	\$ 9.31
3 rd Year	\$10.00	\$ 9.80
4 th & 5 th Years	\$10.50	\$10.29

4. **HIRING PROCESS:**

- A. An eligibility list is established by lottery in early April in the following order:
- (1) returning students with a good work record; then
 - (2) by date of availability (typically as follows):
 - (a) West Allis resident college students;
 - (b) Non-West Allis resident college students;
 - (c) West Allis resident graduating senior high school students attending college in the fall;
 - (d) Non-West Allis resident graduating senior high school students attending college in the fall.
- B. Applications are accepted through March 31st; those who apply after March 31st will have their name placed at the bottom of the list in the order received.
- C. Returning students *must* re-apply annually; rehire is dependent upon a good work record from the previous year.
- D. Job assignments may begin between May 11th and May 26, 2015.
- E. If you are not able to begin work when the position is available, your name will remain on the list; however, the City does not guarantee job placement.
- F. It is the City's policy that only one member of a family/address is eligible to work for the City during the summer at one time.

NOTE: Students offered employment must pass a post-offer drug test as well as a Police Record Check as a condition of employment. Employment may be terminated at any time if the employee is found to be unsuitable for any reason.

Visit our website at www.westalliswi.gov for the Summer Student Application Form.

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General Physical Demands for All Positions

Excellent attendance and work performance is an expectation of all temporary provisional employees. **(NOTE: Time off for vacations will not be allowed. If time is needed off work, it must be requested from the Supervisor well in advance. If an employee calls in sick, medical documentation must be submitted for the sick leave to be approved.)** A Summer Student must maintain the ability to lawfully operate designated motor vehicles at all times that duties are performed, and maintain the ability to travel throughout and enter all different properties in the jurisdiction.

Ability to withstand exposure to variable and unfavorable weather and working conditions including, but not limited to, temperature variations and extremes, odors, toxic agents, noise, vibrations, electrical current, vehicular traffic, and/or dust.

Possess the physical capacity to perform manual labor for extended periods of time including, but not limited to, continuous lifting up to 20 lbs., occasional lifting up to 50 lbs., and occasional lifting up to 100 lbs., depending on duties performed; the ability to continuously walk, bend, kneel, sit, twist, stoop, stretch, squat, lift, push, pull, enter and exit City truck, etc.

ACTIVITY FREQUENCIES

Continuous	67 – 100% of workday
Frequent	34 – 66% of workday
Occasionally	1 - 33% of workday
Never	0

Building and Sign Summer Students

Must be **able to work nights** if appointed to a position that requires evening hours.

All employees must have the physical capacity to perform light to heavy manual labor for extended periods of time in a variety of general maintenance duties including, but not limited to, the ability to continuously walk, bend, kneel, sit, twist, stoop, crawl, stretch, squat, lift, push, pull, reach, enter and exit City vehicles, etc.; occasional lifting (up to 20 lbs.) of paint to load the striping machine; continuous lifting (up to 20 lbs.) while placing and picking up cones; occasional miscellaneous lifting (up to 50 lbs.) dependent upon duties assigned; frequent lifting (up to 50 lbs.) of mobile barricades and signs; occasional lifting (up to 100 lbs.) of newsletters.

Forestry Division Summer Students

Possess the physical capacity to perform heavy manual labor for extended periods of time including, but not limited to, the ability to continuously start, push, pull, and maneuver riding mowers, push mowers, and other small-motorized equipment; continuous lifting (up to 20 lbs.) and occasional lifting (up to 100 lbs.) depending on duties performed; the ability to continuously walk, bend, kneel, sit, twist, stoop, crawl, stretch, squat, lift, push, pull, enter and exit City vehicles, etc.

Street and Sanitation Summer Students

Possess the physical capacity to perform heavy manual labor for extended periods of time (physical requirements are dependent upon work assigned) including, but not limited to, the duties generalized below, and the ability to continuously walk, bend, kneel, sit, twist, stoop, crawl, stretch, squat, lift, push, pull, enter and exit City vehicles, etc.

Tar Kettle

Continuous, lifting (up to 50 lbs.); occasional lifting (up to 100 lbs.) including 80 pound block of tar 2-3 times/day; occasional lifting (up to 20 lbs.) of barricades and traffic cones.

Cutting weeds and grass

Continuous starting, pushing, pulling, and maneuvering riding mowers, push mowers, and other small-motorized equipment.

Garbage

Frequent lifting (up to 20 lbs.) and occasional lifting (up to 100 lbs.) of garbage on special pickups.

Storm damage (such as flood or wind)

Frequent lifting (up to 20 lbs.) of branches, brush, etc. and occasional lifting (up to 100 lbs.) of household objects such as rugs, furniture, etc.

Asphalt Truck

Continuous (8 hrs/day) lifting (up to 50 lbs.) and shoveling; continuous walking.

Vac-All

Continuous lifting (up to 50 lbs.) with ability to move Vac-All tube around in a hole; occasional lifting (up to 100 lbs.) when lifting catch basins.

Concrete Crew

Frequent lifting (up to 50 lbs.) of broken concrete, shoveling of concrete, and grading gravel.

Dump Crew

Continuous sitting and interaction with the public.

Shed/Yard Work

Continuous light manual work performing housekeeping duties of a varied nature.

SUMMER STUDENT APPLICATION

NOTE: Employees are subject to a drug test at any time during employment

IMPORTANT: ALL REQUESTED INFORMATION MUST BE FURNISHED. THE INFORMATION YOU GIVE WILL BE USED TO DETERMINE YOUR QUALIFICATIONS FOR EMPLOYMENT. PLEASE TYPE OR PRINT.

ELIGIBILITY – Applicants must:

- be at least 18 years of age or a 2015 graduating senior in High School;
 - possess a valid WI Driver's License and a good driving record (see backside of page for details);
 - must pass a post-offer drug test as well as a Police Record Check as a condition of employment; and
 - be college bound for the fall semester*.
- * falsification of college enrollment for the upcoming fall semester is grounds for disqualification or dismissal.

Name _____
(LAST) (FIRST) (MIDDLE)

Address _____
(STREET) (CITY) (STATE) (ZIP)

Phone Number: Cell _____ Alternate # _____

E-Mail Address _____

College/University attending the fall semester, 2015-16 school year: _____

Dates of availability (employment begins mid- to late-May and ends mid-August): _____

Are you at least 18 years old? ☐ Yes ☐ No Are you a High School Senior? ☐ Yes ☐ No

Do you have the legal right to live and work in the United States? ☐ Yes ☐ No

Do you have a valid Wisconsin Driver's License? ☐ Yes ☐ No

Have you ever been convicted of operating a vehicle while intoxicated (OWI) or any other violations of law excluding minor traffic violations (**do not include juvenile convictions**)? ☐ Yes ☐ No

If yes, list and detail what you have been convicted of, date and location of conviction, and the penalty imposed: _____

(The City, as a matter of explicit policy, does not use pending charges or convictions as the sole criteria in its employment decisions; they will be considered only if there is a substantial relationship to the circumstances of the particular job or if bondability is at issue.)

Do you have a sibling (brother/sister or step-brother/sister) applying for this position? ☐ Yes ☐ No

If YES, please list sibling's first and last name(s): _____

Have you ever worked for the City of West Allis? ☐ Yes ☐ No

If YES, indicate when and where: _____

CERTIFICATION AND AGREEMENT

I certify that answers given by me to the foregoing questions and statements are true and complete to the best of my knowledge. I understand and agree that any misstatements or omissions herein subject me to disqualification or dismissal. I understand my eligibility for hire will depend upon my availability. I further understand that if I am unable to begin employment on or before the date(s) established by the City, I will be temporarily bypassed and placed on a waiting list for potential vacancies.

(DATE)

(SIGNATURE OF APPLICANT)

DRIVING POLICY

A candidate's driving record will be reviewed according to the following standards. Failure to meet these standards may result in the rejection of the candidate.

- Must have no more than two moving violations in the last 18 months and no more than three moving violations within the last 36 months.
- No more than one chargeable accident within the last 18 months or more than two chargeable accidents within the past 36 months.
- No more than six (6) demerit points within the past 12 months.
- No driving under the influence (Wis. Stat. 346.63) or reckless driving (Wis. Stat. 346.62) convictions within the past five years.